

## ICC MISSION STATEMENT

"The mission of the Utah Interagency Coordinating Council for Infants and Toddlers with Special Needs and Their Families (ICC) is to assure that each infant and young child with special needs will have the opportunity to achieve optimal health and development within the context of the family."



## MINUTES OF THE UTAH INTERAGENCY COORDINATING COUNCIL (ICC) FOR INFANTS AND TODDLERS WITH SPECIAL NEEDS AND THEIR FAMILIES

### Utah Department of Health, Division of Family Health and Preparedness

4431 S. 2700 W., Taylorsville, UT, Main Conference Rooms

September 25, 2013 // 9:30 a.m. – 12:00 p.m.

**Attendance:** Debbie Ballard, Karen Borg, Linda DeGross, Joyce Dolcourt, Barbara Fiechtl, Julie Olson for Charlene Frail-McGeever, Lori Ginter, Debbie Justice, Kristina Shock, Kevin Morris, Helen Post, Stephanie Roach, Orvil Stokes, Carolyn Taylor-Christensen, Janet Wade, Kelly Warner, Ginger West, Teresa Whiting, Susan Ord

**Via Telephone:** Gina Pola-Money, Sue Olson

**Excused:** Tim Eicher, Harper Randall, Lisa Davenport, Rep. Ronda Menlove

**Absent:** Aimee Goble, Max Lang, Paula Pittman, Heidi Valdez, Michelle White

**BWEI/Health Department Staff:** Catherine Hoelscher, Lynne MacLeod, Carma Mordecai

**Other Attendees:** Colleen Murphy, Kelsey Lewis, Diane Lawson, Mary James

- I. Welcome and Introductions** - The meeting commenced at 9:30 and Debbie Ballard conducted. Members and guest introduced and welcomed.

The ICC would like to excuse Lorna Ward from the meeting today she got married last week. As a result, Catherine Hoelscher has stepped in to work the Audio Visual equipment, and Stephanie Roach has stepped in to take minutes.

- II. Minutes** - Change the date on the minutes from March 27<sup>th</sup> to May 22<sup>nd</sup>. Amended minutes approved by Helen Post, seconded by Debbie Justice.

Motion to approve amended minutes passed unanimously.

- III. Public Comment Period** - None

- IV. Membership** - New member – Kristina Shock is taking over Chandler Mentee's position on the ICC. The ICC extended their gratitude at her willingness to serve on the committee.

Kristina has worked for DSPD for 5 years. Previously she worked with adult protective services, with elderly and senior housing, and on case management making sure programs are meeting their federal guidelines.

There is a change in the preschool coordinator; Connie Nink has left her position. Betsy Sutherland, from USOE, will be taking Connie Nink's place on the ICC Committee.

- V. Orientation on ICC Roles and Responsibilities** - During this year's OSEP meeting, a PowerPoint was distributed concerning the importance of the role of ICCs See *handout "The SICC: Connecting Agencies, People & Ideas Through Advising & Assisting"* PowerPoint slides. Debbie Ballard presented the PowerPoint outlining the expectations of the ICC and its members.

In regards to Helen Post's question; yes the ICC must post their minutes and make them available to the public, minutes can be found at <http://www.utahbabywatch.org/>

In regards to Helen Post's question: OSEP does not require Baby Watch to share individual program determinations. However, Baby Watch does post, on the <http://www.utahbabywatch.org/> website, indicators for each program. The ICC can have input on what Baby Watch bases determinations on; it is a purview of ICC to

tell the state what they would like to know about local programs. The more things are transparent, the better the ICC activities are. The ICC suggested that Baby Watch provide a summary sheet to them of where the biggest troubles are on the local determinations, so the ICC can brainstorm problem-solving techniques.

Debbie Ballard suggested that at the next ICC meeting Baby Watch provide training on how to navigate their Website.

OSEP is in the beginning stages of rolling out their new State Systems Improvement Plan that would include tools to measure outcomes. The earliest deployment would be in 2016. OSEP is not rolling out the system quickly; they want to make sure the system is correct. One of OSEPs challenges is that it may look different in each state. The State Systems Improvement Plan will take 3 or 4 years to phase in. That will give Baby Watch a chance to make changes over the course of several years. Baby Watch wants to present the State Systems Improvement Plan to ICC as soon as it is available. ICC should discuss measuring outcomes and decide if Baby Watch should report on different things. One of OSEPs goals is that compliance will still be important but they will make a shift to put results at the forefront of the reporting.

Janet Wade asked if it would be helpful to others on the ICC committee to know what each program does so they can make informed suggestions on outcomes. She invites everyone to come visit her program.

**VI. Baby Watch Report** - Catherine: *See handout "Summary of Public Participation"*. The BWEIP met the public participation requirements for the Annual Application for Funds, including new and revised policies by making the package available to the public February 7, 2013 – April 7, 2013 through a posting on the Baby Watch website; distributing electronic and hard copies to local early intervention programs; the USDB; the ICC; and the UPC. Public hearings occurred during March in Salt Lake City, Richfield, and Brigham City, Utah. At each location, there was opportunity for people to call in. Interested citizens could comment on the application and policies. Baby Watch accepted written, oral, or emailed comments until March 20, 2013.

Thirteen of the seventeen policies received public comments. Four individuals commented in writing and approximately 15 individuals attended the Brigham City public hearing. All comments recorded and transcribed. The hearings held in Salt Lake City and Richfield had no participants. On April 12, 2013, Baby Watch submitted the application and policies to OSEP, after the public participation period had closed.

During April and May there was a public participation, tracking document developed for each policy. Baby Watch entered each comment into the tracking document along with the; date, the name of the commenter and the action taken with regard to the comment, such as policy revision, suggested language inclusion or clarification .

BWEIP received a memorandum from OSEP on June 19, 2013 accepting nine policies and recommending the resubmission of eight policies to clarify issues identified. BWEIP made all corrections identified by OSEP. Additionally revisions made to many of the policies because of the public participation. On June 21, 2013, all seventeen policies resubmitted to OSEP. BWEIP received final acceptance on the application and all policies on June 26, 2013.

BWEIP appreciates the time and effort of those that made comments. The following pages capture most of the major changes to each policy. Anyone interested in the resolution of his or her individual comments may contact Catherine Hoelscher for further detail.

Carolyn Taylor-Christensen suggested that the next time Baby Watch requires public input that the local programs invite the parents to their local facility and then make a phone call from the facility into the Baby Watch public opinion line.

Susan Ord publically thanked ICC member Kevin Morris for hosting DOH Director Dr. Patton, and DOH Deputy Director Dr. Rolfs at DDI Vantage. The goal was to help the DOH directors understand Baby Watch from the service delivery side. DDI Vantage did a great job setting up the orientation and visits for the two DOH Directors. It was invaluable to have the two directors there, who make decisions about funding the program, seeing the program in action. Dr. Patton wants to follow the progress of the twin they visited and put a picture of them on

his wall.

*See handout "Proposed Baby Watch Early Intervention (BWEI) Cost Analysis Study Design"*

Susan Ord led a discussion and took questions regarding the proposal. She will chair the RFP proposal evaluation committee. Susan asked that one member of the ICC, one member of the provider group, and two Baby Watch Staff members comprise the committee; no more than six members total. Requirements: No conflict of interest, have no financial interest in bidders, and no perceived conflict of interest or bias for or against any bidder. The committee will meet at least two or three times in Salt Lake City. The first meeting will be soon. The committee will review the draft RFP, including the content of the scoring sheet and they will advise on how scores are weighted. The RFP will go out for bid for 2 weeks and be back late October or early November. The committee will meet to score the bids and discuss questions about the proposals. After that, the committee sends their scores to State Purchasing and contract development will begin with the successful bidder. Committee team members are required to maintain confidentiality regarding the draft RFP and bidder's proposals.

Teresa Whiting explained the reason for the cost study was that the legislature rejected the current Baby Watch funding model as being indefensible. The Legislature wants to know what it costs to fund a child.

Karen Borg asked if there is a provision in the study to account for things providers cannot afford to do but need to do. Susan Ord said they would try to get as much of that information in the cost study as possible.

Orvil Stokes mentioned that it is important to select a contractor who does their job well, then tell them what Baby Watch needs to measure and hope they can do that.

One of items in the RFP is the contractor discuss the plan of action and activities with the ICC and providers to make sure the process is understandable and credible.

The ICC voted on which ICC member would serve on the Proposal Evaluation Committee. It was unanimous that Helen Post represents the ICC on the committee. The provider representative will be decided on October 1<sup>st</sup> at the Grantee Meeting.

Susan: *See handout "was to be handed out in the Finance subcommittee"*. These are some ideas for what goes in RFP.

ICC members agreed that it is necessary to mention family involvement and its impact on how much time and how many services a child will need from Early Intervention. Many of the services focus on training the parent on how to work with the child.

Due to a problem with the caterer, lunch did not arrive. The ICC meeting ended early with the understanding that the November ICC meeting will be an extended meeting for time to meet in committees and will include lunch.

**VII. Next ICC Meeting – November 20, 2013** at the State Lab 4431 S 2700 W., Taylorsville, UT 84119, from 9:30 am – 2:00 pm

**VIII. Adjournment-** The meeting adjourned at 12:15

**APPROVED AS TO FORM:**

**MINUTES SUBMITTED BY:**

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Debbie Ballard, for the ICC Tri-Chair

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Lorna Ward, ICC State Contact